

# StateProcurement



1ST QUARTER—2012

NEWSLETTER

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## Level 1 Procurement Training is now online!

You must complete the online Level 1 course by **June 30, 2012**.

### WHO NEEDS TRAINING/RECERTIFICATION?

All Purchasing Card Users and All current Level 1, 2, and 3 Procurement Officers—This includes those who have previously only read the Level 1 manual.

You can easily access the training through the PeopleSoft ELM Portal. Simply enroll in the course and you can immediately begin the training. You can find the ELM-self enrollment instructions on our website <http://www.nd.gov/spo/agency/training/ELM%20Enrollment%20Instructions.pdf>

Here are a few tips to help with the training:

- As you follow the ELM-self enrollment instructions, enter the word "Procurement" when searching the catalog for the class.
  - Clear the cache and cookies in Internet Explorer before you begin training. Here are the instructions to clear cache and cookies in Internet Explorer:
    1. In the tool bar, click on Tools > Internet Options
    2. In the General tab, click on the Delete button in Browsing history section
    3. A window will open titled Delete Browsing History
    4. Uncheck the option for Preserve Favorite website data. Select all the other options (Temporary Internet files, Cookies, History, Forms Data, Passwords, InPrivate Filtering data).
    5. Click on the Delete button.
    6. Once it completes the delete process, click on OK to close the Internet Options window.
  - If you receive a "pop-up blocker", usually on a yellow bar just below the toolbar area, click on the bar and always ACCEPT ND.GOV addresses.
  - Be sure allow each module to complete without skipping through the slides to get to the quizzes.
- If you have any questions, contact Linda Hanna, State Procurement Office, [lhanna@nd.gov](mailto:lhanna@nd.gov) or 701-328-2740.

If you have employees in your agency who do not have access to ELM, please contact Linda Hanna to make arrangements to complete the training.

### Changes to Level 2 Procurement Training

Level 2 Procurement Training is now a seven (7) hour class. The level 2 course will increase from four (4) hours to seven (7) hours to add more instruction on informal procurement.

quickLINKS

[Bidder Registration](#)

[Agency eServices](#)

[Procurement Staff](#)

[2012 Training Schedule](#)

## **New State Contract #131 – Multifunctional Devices (Copy, Scan, Print and Fax)**

The State of North Dakota is participating in the WSCA multi-state contract for multifunction copiers and related software and services. The State of Nevada is the lead state. Nevada, with input from other states, lead the solicitation (RFP) for the copier products and services, evaluated responses, negotiated and awarded contracts to seven manufacturers. North Dakota has entered (or will be entering) into participating addenda with five of the seven. Each vendor has (or will have) a website specifically for eligible North Dakota purchasers. The websites contain the following information:

**List of authorized dealers and contact information**  
**Equipment offerings**  
**Features and specifications of equipment**  
**Service/maintenance agreement information**  
**Price for equipment and services**

Eligible North Dakota purchasers can purchase directly from any of these contractors via an authorized dealer in their area. Keep in mind that equipment purchases or leases by state agencies must be made according the needs based on actual historical volumes. State agency requests for equipment placements outside the segment parameters requires the advance, written approval from SPO before placing an order. Approval can be requested by completing a Contract Exemption Approval form which can be found at <http://www.nd.gov/spo/agency/forms/>.

## **Vendor Fair**

Contracted vendors and dealers for term contracts #046 (Mailing Equipment) and #131 (Multifunctional devices) will be held at 9:00 AM to 3:00 PM on Monday, April 23, 2012 in the Brynhild Haugland Room of the legislative wing of the State Capitol building in Bismarck. Vendors will be prepared to share information about contracted equipment items, features, functionality and pricing. Even if you don't have an immediate need for this type of equipment, the vendors are happy to show you the latest trends and new ways of process work more efficiently and economically. Please join us at any time during the vendor fair.

## **ADMINISTRATIVE RULES**

ND Office of Management and Budget Central Services Division (CSD) will hold a public hearing to address proposed new sections and amendments to N.D. Admin. Code § 4-12-09 at 1:00PM on Tuesday, April 24, 2012, in the Missouri River Room, Ground Floor of the Capitol. Written and oral comments will be accepted at the hearing.

View the proposed rules at <http://www.nd.gov/spo/legal/>. If you have any questions or comments on the proposed rules, please email [infospo@nd.gov](mailto:infospo@nd.gov).